

STATE OF KANSAS

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OFFICE OF THE GOVERNOR

EXECUTIVE DIRECTIVE NO. 02-326

Authorizing a Personnel Transaction and Revenue Transfers

By virtue of the authority vested in the Governor as the head of the executive branch of the State of Kansas, the following transactions are hereby authorized:

Information Technology Bonus Program

The request of Bobbi Mariani, Director of the Division of Personnel Services, to authorize state agencies to implement and administer a bonus program for employees in information technology positions in accordance with the following provisions, is hereby approved, effective June 9, 2002.

The total amount of any bonus awarded to an employee under the Information Technology bonus program shall not exceed \$1,000.

I. Introduction

The purpose of establishing IT premium pay is to enhance the recruiting and retention of IT employees in each state agency. This IT premium pay plan is intended not only to reduce the effect of turnover with information technology (IT) employees at the state who leave for private sector jobs, but also to reduce the effect of turnover that occurs when IT employees transfer or promote from one state agency to another. The following types of premium pay do not add to employees' base pay, but are in the form of bonuses provided by the respective agencies. These are (1) a recruitment bonus, (2) a signing bonus, (3) a mission-critical skills bonus, (4) a skills-acquisition bonus, (5) and a mission-critical project bonus. Employees are not able to receive or retain any of the bonuses if they leave state service or accept a position with another state agency, unless they fulfill the time and other specified obligations within their hiring agency.

The Secretary of Administration is authorized to establish and direct the development or revision of guidelines and other provisions of this plan, including determining eligibility for receipt of the premiums either on the basis of job class, position, type of skill, project, or other criteria that may be established. The following is a schedule of the types of approved premiums:

Types of Bonuses

Recruitment Bonus

Signing Bonus

Mission-Critical Skills Bonus

Skills-Acquisition Bonus

Mission-Critical Project Bonus

II. Types of Premium Pay

Recruitment Bonus

This is a bonus of \$500 paid to existing state employees who recruit successful IT employees in approved, difficult to fill jobs. The bonus is awarded to an existing employee whose recruited employee remains with the hiring agency for one year. If the recruited employee maintains employment with the state, but not with the hiring agency for one year, the recruitment bonus will not be paid. In addition, the recruitment bonus will be paid only for employees recruited from outside state employment. The bonus will be paid only to state employees who are in active employment status at the time the recruited employee attains one year of employment with the hiring agency.

Signing Bonus

This is a bonus paid to selected IT employees who are new hires to state employment in difficult to fill jobs. Current IT employees are not eligible for the bonus. This bonus will be paid as a lump sum during the first pay period with the employing agency. To receive the bonus the employee must sign a contract that the employee agrees to pay back, as liquidated damages, the entire gross amount of the bonus to the agency, including tax withholdings thereon, if the employee leaves state service or goes to another state agency within one year of initial employment. The agency is required to develop a contract for each person receiving the bonus.

Skills Bonus

Two types of skills bonuses may be awarded: (1) a Mission-Critical Skills Bonus paid to key existing employees whose skills are needed in a mission-critical area and (2) a Skills-Acquisition Bonus paid to employees who acquire key skills after successful completion of training, and who demonstrate successful application of those skills. In order for an employee to receive either type of skills bonus, the skills must be selected from an approved agency listing and must be specifically designated in the employee's job description. Neither type of skills bonus may be carried over to other agencies if the employee leaves the hiring agency for another state agency.

To be eligible for a skills bonus, the employee must sign a contract that the employee agrees to pay back, as liquidated damages, one-half of the gross amount of the bonus to the agency, including tax withholdings thereon, if the employee does not remain with the agency for at least one year from the effective date of the bonus. The agency is required to develop a contract for each person receiving the bonus.

The Mission-Critical Skills Bonus is received annually at the time of the employee's performance evaluation review.

Mission-Critical Project Bonus

This is a bonus paid to key IT employees who are assigned to specified, pre-approved projects. The projects must have specified timeframes and most will be of at least one year's duration, although some projects may be of shorter duration. This bonus is available only to those eligible employees who remain in the hiring agency at the time of the bonus awards payment, which occurs upon completion of the project.

To be eligible for a Mission-Critical Project Bonus, the employee must sign a contract that the employee agrees to pay back, as liquidated damages, one-half of the gross amount of the bonus to the agency, including tax withholdings thereon, if the employee does not remain with the agency for at least one year from the effective date of the bonus. The agency is required to develop a contract for each person receiving the bonus.

Public Service Executive (PSE) employees who directly supervise eligible employees in these categories are eligible for at least a pro rata share of the bonus dollars of the employees they supervise.

Executive Directive No. 97-264 is hereby repealed effective June 9, 2002.

Engineering Bonus Program

The request of Bobbi Mariani, Director of the Division of Personnel Services, to authorize the Secretary of Transportation to implement and administer a Signing Bonus, a Recruitment Bonus, and a Retention Bonus for engineering positions involved in the Comprehensive Transportation Program in accordance with the following provisions, is hereby approved, effective June 9, 2002.

The total amount of any bonus awarded to an employee under the Engineering Bonus Program shall not exceed \$1,000.

Signing Bonus

Candidates who accept a job offer for engineering positions involved in the Comprehensive Transportation Program are eligible for a signing bonus. To receive the bonus, the employee must sign a contract that the employee agrees to pay back, as liquidated damages, the entire gross amount of the bonus to the agency, including tax withholdings thereon, if the employee leaves state service or goes to another state agency within one year of initial employment. The agency is required to develop a contract for each person receiving the bonus.

Recruitment Bonus

This is a bonus of \$500 paid to current state employees who recruit engineering positions involved in the Comprehensive Transportation Program who are subsequently hired. The bonus is awarded to an existing employee whose recruited employee remains with the hiring agency for one year. If the recruited employee maintains employment with the state, but not with the hiring agency for one year, the recruitment bonus will not be paid. In addition, the recruitment bonus will be paid only for employees recruited from outside state employment. The bonus will be paid only to state employees who are in active employment status at the time the recruited employee attains one year of employment with the hiring agency.

Retention Bonus

This is a bonus paid to enhance the retention of engineering positions involved in the Comprehensive Transportation Program with the eligibility determined by the agency. The Retention Bonus is paid annually at the time of the employee's performance evaluation review. To be eligible for a Retention Bonus, the employee must sign a contract that the employee agrees to pay back, as liquidated damages, one-half of the gross amount of the bonus to the agency, including tax withholdings thereon, if the employee does not remain with the agency for at least one year from the effective date of the bonus. The agency is required to develop a contract for each person receiving the bonus.

The Signing Bonus, Recruitment Bonus, and Retention Bonus program will expire four years from the effective date of this executive directive.

Executive Directive No. 00-296 is hereby repealed effective June 9, 2002.

Division of Printing Bonus Program

The request of Bobbi Mariani, Director of the Division of Personnel Services, to establish bonuses of up to \$1,000 for supervisors and managers in the Department of Administration, Division of Printing, in accordance with the following provisions, is hereby approved, effective June 9, 2002.

1. Eligible supervisors and managers must be in classifications that directly or indirectly supervise Division of Printing production employees whose wages are set in accordance with KSA 75-1017.
2. Eligible supervisors and managers must have satisfactory or better performance.
3. Payments are not to exceed \$1,000 annually and are in the form of a bonus, which does not add to base pay.
4. Bonus amounts are provided at the discretion of the Secretary of Administration and are not entitlements to otherwise eligible employees.

Executive Directive No. 98-275 is hereby repealed effective June 9, 2002.

Health Care Bonus Program

The request of Bobbi Mariani, Director of the Division of Personnel Services, to authorize the Secretary of the Department of Social and Rehabilitation Services to implement and administer a bonus program for persons employed as physician assistants, advanced registered nurse practitioners, registered nurses, physical therapists, and occupational therapists at the Department of Social and Rehabilitation Services' facilities and to authorize the Executive Director of the Kansas Commission on Veterans' Affairs to implement and administer a bonus program for persons employed as registered nurses at a state veterans' home operated by the Kansas Commission on Veterans' Affairs in accordance with the following provisions, is hereby approved, effective with the beginning date of the next payroll period following the signing of this executive directive.

The Secretary of the Department of Social and Rehabilitation Services and the Executive Director of the Kansas Commission on Veterans' Affairs shall prepare an implementation plan and the plan shall be submitted to the Director of the Division of Personnel Services for approval.

Signing Bonus

A Signing Bonus for a candidate who accepts a job offer for a health care position in an approved difficult-to-fill job classification. The Signing Bonus amount is 10.0 percent of the new employee's annual starting pay. To receive the bonus, the employee must sign a contract that the employee agrees to pay back, as liquidated damages, the entire gross amount of the bonus to the agency, including tax withholdings thereon, if the employee leaves state service or goes to another state agency within one year of initial employment. The agency is required to develop a contract for each person receiving the bonus.

Recruitment Bonus

A Recruitment Bonus of \$500 for current state employees who recruit health care candidates for an approved difficult-to-fill job classification who are subsequently hired. The bonus is awarded to an existing employee whose recruited employee remains with the hiring agency for one year. If the recruited employee maintains employment with the state, but not with the hiring agency for one year, the recruitment bonus will not be paid. In addition, the recruitment bonus will be paid only for employees recruited from outside state employment. The bonus will be paid only to state employees who are in active employment status at the time the recruited employee attains one year of employment with the hiring agency.

Retention Bonus

A Retention Bonus for employees in health care positions in an approved difficult-to-fill job classification to enhance retention. For non-licensed employees, the Retention Bonus is initially up to 10.0 percent of the employee's annual base pay paid annually at the time of the employee's performance evaluation review. The bonus may increase incrementally by 1.0 percent of the employee's base pay each year until the maximum bonus amount of 15.0 percent is reached. For employees with a Kansas professional license, the retention bonus amount is initially up to 15.0 percent of the employee's annual base pay, paid at the time of the employee's performance evaluation review. The bonus for licensed employees may increase incrementally by 1.0 percent of the employee's base pay each year until the maximum bonus amount of 20.0 percent is reached.

To be eligible for a Retention Bonus, the employee must sign a contract that the employee agrees to pay back, as liquidated damages, one-half of the gross amount of the bonus to the agency, including tax withholdings thereon, if the employee does not remain with the agency for at least one year from the effective date of the bonus. The agency is required to develop a contract for each person receiving the bonus.

Executive Directive 02-319 is hereby repealed upon the effective date of this executive directive.

I have conferred with the Secretary of Administration, the Director of the Budget, the Director of Personnel Services, and members of my staff, and I have determined that the requested actions are appropriate.

The request of Dale M. Dennis, Deputy Commissioner of Education, that \$205,500 be transferred from the State General Fund "School District Juvenile Detention Facilities and Flint Hills Job Corps Center Grants" account (652-00-1000-2-0290) to the State General Fund "Operating Expenditures (including official hospitality)" account (652-00-1000-2-0053) is hereby approved, effective immediately.

The request of Wayne F. Bollig, Chief Fiscal Officer of the Commission on Veterans' Affairs, that \$4,919 be transferred from the State General Fund "Operating Expenditures—

Kansas Veterans Home" account (694-00-1000-2-0503) to the State General Fund "Operating Expenditures—Veterans Affairs" account (694-00-1000-2-0203) is hereby approved, effective immediately.

The request of request of Wayne F. Bollig, Chief Fiscal Officer of the Commission on Veterans' Affairs that \$3,838 be transferred from the State General Fund "Operating Expenditures—Kansas Veterans Home" account (694-00-1000-2-0503) to the State General Fund "Operating Expenditures—Kansas Soldiers' Home" account (694-00-1000-2-0403) is hereby approved, effective immediately.

The request of request of Wayne F. Bollig, Chief Fiscal Officer of the Commission on Veterans' Affairs that \$205 be transferred from the State General Fund "Operating Expenditures—Kansas Veterans Home" account (694-00-1000-2-0503) to the State General Fund "Operations—State Veterans Cemeteries" account (694-00-1000-2-0703) is hereby approved, effective immediately.

The request of the Attorney General that \$103,200 be transferred from the State General Fund "Additional Operating Expenditures for Investigation and Litigation Regarding Interstate Water Rights" account (082-00-1000-2-0050) to the State General Fund "Operating Expenditures Relating to Interstate Water Rights Regarding the Republican River and its Tributaries" account (082-00-1000-2-0070) is hereby approved, effective immediately.

I have conferred with the Director of the Budget and members of my staff, and I have determined that the guidelines set forth in KSA 75-3711 and 75-3711c have been applied and that none of the foregoing actions exceeds the limitations contained therein.

THE GOVERNOR'S OFFICE

By the Governor



6/20/02
Date

Ron Thornburgh
Secretary of State

Brad Bryant
Assistant Secretary of State

FILED
JUN 24 2002
RON THORNBURGH
SECRETARY OF STATE